

## **TRAFFIC SIGNAL MAINTENANCE SUPERVISOR**

### **DEFINITION**

Under general direction of the City Traffic Engineer, assigns, supervises, and reviews work of crews engaged in Traffic Signal Maintenance Operations, and provides technical and functional advice to Signal Technicians in the maintenance and repair of traffic signals and street lighting; assists with the emergency response program, and performs related work, as required.

### **DISTINGUISHING CHARACTERISTICS**

This position is in a skilled class within the Engineering Department, reports to the City Traffic Engineer, and will supervise and train subordinate personnel. Incumbent must demonstrate flexibility in oral presentation techniques and the necessary skills to deliver the appropriate information in a clear, concise, and logical manner to supervisors, fellow employees, and subordinates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Organizes, plans, assigns, schedules, and supervises work of maintenance crews involved in the maintenance and repair of traffic signals and street lights; implements coordination timing plans per engineering standards; installs and maintains preemption devices; cleans, inspects, maintains, and adjusts video detection devices; coordinates, maintains, and repairs microwave and Spread Spectrum antennas; visits jobsites to review progress of workmanship and to ensure tasks are accomplished within timeframe and cost limits; ensures safe working and driving practices are followed; assists with the preparation of the traffic signal budget including estimates of labor, materials and equipment costs; trains personnel in all areas of traffic signal maintenance; counsels, evaluates, and recommends disciplinary action; records and prepares estimates of labor, materials and equipment costs; maintains signal system maintenance history records; investigates complaints made by the public; monitors inventory of stock and maintains a sufficient level to effectively repair and replace inoperable equipment; maintains work-related records; prepares and presents verbal and written reports as necessary; understands and follows oral and written instructions; communicates effectively, both orally and in writing; establishes and maintains cooperative working relationships with those contacted in the course of work; routinely adheres to and maintains a positive attitude; safely operates City vehicles and equipment; and performs related work, as required.

### **EMPLOYMENT STANDARDS**

**Training and Experience** - Graduation from high school, or GED equivalent, supplemented by thirty college semester units in Public Administration or a related field. Must possess three years of experience in traffic signal maintenance, including at least two years in a supervisory capacity. Specific coursework in traffic signal certification may substitute up to fifteen of the required college units.

**Knowledge and Abilities** – **Knowledge of:** Signal control operations and electrical practices used in traffic signalization, coordination and street lighting repair; operation and maintenance of a wide variety of various tools and motorized equipment used in traffic signal maintenance field; principles and practices of employee supervision, including training, work evaluation and discipline, safe work methods.

## TRAFFIC SIGNAL MAINTENANCE SUPERVISOR

Page 2

**Ability to:** Read and interpret construction plans, maps, specifications and manuals; plan, assign and supervise the work of Engineering traffic signal maintenance crews; make time, material, and cost estimates; effectively operate a computer and computer software; maintain records; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate City vehicles and equipment in a safe and efficient manner.

**Licenses and Certificates** - Possession of a valid California Class "C" driver's license. Must obtain a valid, unrestricted California Class "B" driver's license within six months of appointment. Certification by International Municipal Signal Association (IMSA) as a Traffic Signal Electrician Level II.

### **WORKING CONDITIONS**

Work is performed primarily in an outside environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands are heavy, consisting of lifting heavy loads up to 100 pounds, work with small components and be able to distinguish clearances around moving parts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Incumbents must be able to hear in the normal range, with or without correction, communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends. Incumbent must possess the stamina to work long hours and overtime, if necessary, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:

  
DANA M. RANEY  
DIRECTOR OF HUMAN RESOURCES

**DATE REVISED: January 23, 2008**

Formerly Public Works Supervisor-Traffic Signal Maintenance

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Shared/Jobdescriptions(Final)/Engineering, Traffic Signal Maintenance Supervisor/1/23/08 sdb